

# Memorandum

Date : March 5, 2009

To : All California Department of Corrections and Rehabilitation Employees

Subject : **FURLOUGH DAY AND PROGRAM UPDATE**

The Department of Personnel Administration has announced that **after** Friday, March 6, 2009, the California Department of Corrections Rehabilitation (CDCR) and all State offices will be open for business on the first and third Fridays of each month. CDCR had been utilizing three categories for furlough. After March 6, 2009, there will now be only two types of furlough categories:

Category 2: You can choose which two days to take off each month, subject to supervisor approval.

Category 3: You can bank your furlough days for a period not to exceed 24 months from the end of the Furlough Program. You will be required to take furlough time off prior to utilizing vacation, annual leave, personal leave program and holiday credits.

Therefore, any employee who was previously in Category 1 is now in Category 2.

In addition, Service Employees International Union Local 1000 has reached tentative agreements that would reduce the number of furlough days for employees in bargaining units they represent. Until those agreements are ratified, all employees are still subject to two furlough days each month.

**Clarification to memo entitled "Furlough Program Update" dated March 4, 2009.** All leave time taken by Bargaining Unit R06 staff is to be recorded by **custody supervisors only**. In addition, any changes to the Fair Labor Standards Act or CDCR Form 998 would need to be approved and made by the appropriate custody supervisor.

As a reminder, this Friday, March 6, 2009, is a furlough Friday.

Your patience with this process is greatly appreciated. We will continue to keep you up to date as we learn further information. If you have questions, please contact [CDCRFurlough@cdcr.ca.gov](mailto:CDCRFurlough@cdcr.ca.gov).



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